BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Subsidiary Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Foundation Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Extended Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Diploma in Civil Engineering Pearson BTEC International Level 3 Extended Diploma in Civil Engineering Pearson BTEC International Level 3 Diploma in Building Services Engineering Pearson BTEC International Level 3 Extended Diploma in Building Services Engineering
Unit number and title	Unit 18: Work Experience
Learning aim(s)	Learning Aim A: Examine the benefits of work experience in construction for own learning and development Learning aim B: Develop a work experience plan to support own learning and development
Assignment title	Preparing and Planning for Work Experience
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are studying for a BTEC National Extended Diploma. You have completed number of units and have already gained adequate underpinning knowledge to enable you to work in an organisation related to your chosen pathway. Learning through planned and well managed activities at a workplace significantly contributes to develop range of skills such as problem solving, communication and teamwork. Hence, finding an opportunity where you could work and develop yourself is a major step in your learning journey. This is what is referred to as work experience. Work experience is gained by working on the employer's premises. This work could be over a longer period or could be short and intense depending upon the nature of employer's business. This unit provides you the opportunity to explore, find and carry out work experience. The structure of assessments will help to gain the full benefit from this experience. In this assessment, you will explore suitable opportunities, map these against your skills and make informed final choices. You will be supported by academic supervisors while finalising your choices to ensure that these are relevant to your chosen pathway.
Task 1	Produce a portfolio which contains evidence of preparation and planning for the work experience. The portfolio must contain:

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	1- An audit of your current strengths and areas which needs developing using a suitable method such as Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. Focus upon the skills which would be of value to the employer. 2- A table containing details of local, national and European/international businesses offering work experience and nature of this experience. These must align with your chosen pathway. 3- A document evaluating available opportunities and the current skills you have or could develop. 4- Final justified choices made along with a development plan having clear milestones and target dates for any training, qualification and other needs. 5- With the final justified choices made, contact the potential employer(s) who would assess your suitability for a given opportunity. Critically reflect upon this experience in terms of your preparation and planning.
Checklist of evidence required	Portfolio containing evidence of extensive research regarding opportunities available, reflective accounts, tables and justifications.

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.P1	Explain how your own preparation for work experience focuses on the development of personal skills and attributes.
A.P2	Explain how your own preparation provides opportunities to reflect on career choices in the construction sector
A.M1	Discuss your own preparation for work experience in the construction sector.
BP.3	Produce a plan for your own work experience in the construction sector
BP.4	Explain how to meet own specific personal and professional development goals while on work placement.
B.M2	Discuss your own planning for work experience in the construction sector.
AB.D1	Evaluate your own preparation and planning for work experience in the construction sector.

Sources of information to support you with this Assignment	**Books** Bennett B, Dawes G, Cunningham I -*The Handbook of Work-Based Learning.* (Gower Publishing, 2012) ISBN9781409462743 Wilson J - *ASET Good Practice Guide for Work based and Placement Learning in Higher Education*(ASET, 2013) Ellis D - *Becoming a Master Student.*(Cengage, 2016)ISBN 9781337097109 Moon J – Reflection in Learning and Professional Development: Theory and Practice (Routledge Page, 2000) 978-0749434526 **Web resources** How to do self-assessment of your skills? http://careers.theguardian.com/self-assess-skills-careers How to perform SWOT analysis http://articles.bplans.com/how-to-perform-swot-analysis/ Personal SWOT analysis http://www.mindtools.com/pages/article/newTMC_05_1.htm How to write a personal development plan? http://sidsavara.com/personal-development/personal-development-plan Creating a personal development plan with template www.professionalacademy.com/news/advice-on-creating-an-effective-personal-development-plan--free-template- Mind Mapping tool https://www.examtime.com/mind-maps/ Career Wales. *My Work Experience* available at https://www.careerswales.com/prof/upload/pdf/Getting_Ready-_Large_Print.pdf Careers NZ *Step-by-step guide to getting work experience*available at: https://www.careers.govt.nz/plan-your-career/im-at-school-and-need-ideas/step-by-step-guide-to-getting-work-experience/ **Websites of professional bodies** www.cibse.org Chartered Institution of Building Services Engineers www.ciob.org.uk Chartered Institute of Building www.ice.org.uk Institution of Civil Engineers www.ices.org.uk Institution of Civil Engineering Surveyors

	www.ihie.og.uk www.rics.org	Institute of Highway Incorporated Engineers Royal Institution of Chartered Surveyors
Other assessment materials attached to this Assignment Brief	*None*	